

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

February 13, 2008

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TITLE:	Office Support Specialist
POSITION NO:	07208
LOCATION:	Public Health & Safety, Helena
STATUS:	Part-Time/Permanent 20 hrs/week
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 3
STARTING SALARY:	\$10.33 per hour
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, February 28, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: This is a part-time position, working 20 hrs/wk.

TYPICAL DUTIES: This position serves as an Office Support Specialist for the division. The position is responsible for coordinating and supporting a variety of administrative services including reception, correspondence, data/records management, forms and templates, supply and equipment inventories, event coordination, travel arrangements, and mail services. This position also provides customer services to assist people with program applications, processes, services, and information dissemination. The position reports to a Program Coordinator or Section Supervisor and does not directly supervise other agency personnel unless otherwise indicated.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of office management, business communications, records management, and customer service standards; and public health program policies and procedures, emergency response procedures, and specialized database and reporting systems such as the Statewide Accounting Budgeting and Human Resource System (SABHRS), etc.

Skills: Skill in the operation of standard office equipment and software (e.g., word processing, database, spreadsheet, etc.); compiling, analyzing, and reporting data; reviewing contracts, licenses, and other technical documents for accuracy; interpreting and responding to specialized information requests; and excellent written and verbal communication.

Abilities: Ability to align behavior with the needs and goals of the organization and provide a visible role model for others; manage multiple projects and adjust to varying schedules, formats, and objectives; and be able to maintain accurate files and data for fiscal files.

EDUCATION/EXPERIENCE REQUIRED: High school diploma (or GED) **AND** one year of job related clerical/administrative experience.

APPLICATION AND SELECTION PROCESS: Interested PHHS employees who have successfully completed their probationary period must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, 5/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Copy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security

card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.